

Mentorship Meeting Worksheet

I. Introduction

- Tell your mentor a bit about yourself and ask them to do the same (although you should have done some basic research on them prior to the meeting)
- In addition to your professional qualifications, share some personal information about your background to give your mentor a real sense of who you are
- Consider sharing what drew you to this particular mentor

II. Review Goals and Expectations

- Review your goals for the meeting (goals have also been provided in advance)
- What do you want to get out of the meeting and how can your mentor help you achieve that?
- Let your mentor know how they can help
- What do you expect from this relationship? Be honest about your expectations- Do you seek one-time advice? Are you hoping to develop an ongoing mentoring relationship?

III. Discussion

- Provide any necessary background information/context
- Be prepared to lead the conversation
- What questions can you ask your mentor to get the information you want?
- Be candid with your mentor- this is not an interview and the conversation is confidential

IV. Conclusion

- Did you get what you needed out of the meeting?
- Do you still have additional questions?
- Are there any action items or next steps for you to implement?
- Will you and your mentor speak again?
- Don't forget to thank the mentor for his or her time!

V. Follow-up

- Even if you and your mentor did not make a commitment to stay in touch, provide updates and check in as appropriate
- If your mentor made a suggestion that you implemented, let them know
- If you discuss a particular situation or job search, let them know how it turns out